



Expediting Furniture Procurements

Customer Connection
June 1, 2006

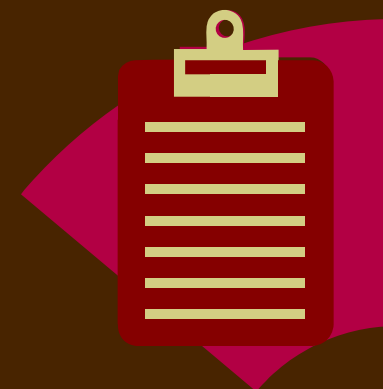


National Furniture Center

- All types of furniture, furnishings, office equipment, and related services
- Turnkey/ project management solutions
- Discounts of up to 75% off commercial retail pricing



- Prepare and issue purchase orders
- Offer purchasing strategies
- Establish shipping schedules
- Track purchase orders



Our Services

- Needs analysis and consultation services
- Assistance on Statement of Work (SOW)
- Engineering and specification assistance
- Negotiate price discounts
- Award the procurement
- Develop and maintain punch list



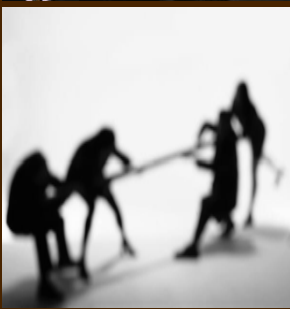
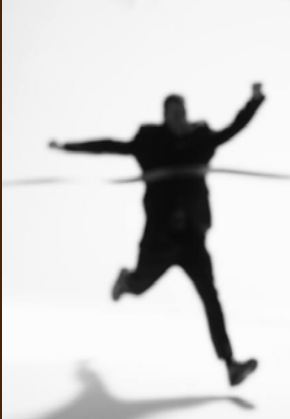
NFC Schedules - HANDOUT

NUMBER	TITLE	POINT OF CONTACT	PHONE
36	Office Equipment	Joanne Viola	703-605-9279
71 I	Office Furniture	Helen Zivkovich/ Juanita Blassingame	703-605-9293 703-605-9176
71 II	Household & Quarters Furniture	Marcelles Barr	703-605-9173
71 II H	Packaged Furniture	Marcelles Barr/ Helen Zivkovich	703-605-9173 703-605-9293
71 II K	Comprehensive Furniture Management Services (CFMS)	Rose Hudgens	703-605-9300
71 III	Special Use Furniture	Marcelles Barr	703-605-9173
71 III E	Miscellaneous Furniture	Mark Dunkum	703-605-9205
72 I A	Floor Coverings	Marcelles Barr	703-605-9173
72 II	Furnishings	Mark Dunkum	703-605-9205
58 I	Professional Communications	Jim Concannon	215-446-5020

NFC Main Office: 703-605-9300



- Limited Source vs. Competition
- Proper Competition



Limited Source Procurements

- Limited source: Items which perform a certain function for which no other items are known to exist
- Examples may include an item to match other items (compatibility), a unique piece of furniture manufactured and sold by one company only, etc...



Limited Source Procurements

- Most items should NOT be Limited Sourced
 - Time-extensive in the long run
Requires more level of review
 - Requires determination of price reasonableness
- Order will be issued after review process is completed





Limited Source Procurements

Examples

- Specific/custom item
- Add-ons
 - Used when quantity is reasonable compared to the overall project



Add-ons are a special type of limited source request. In order to make a decision regarding the acceptability of such a request, include in the package to NFC:

- When the original buy was made
- The location of the original furniture (building, floor, etc.)
- Amount/value of the existing furniture
- Amount/value of the add-on furniture

NFC and Legal department will use the information to decide whether to concur with the sole-source add-on.



Example:

You have 50 desks in your office and you need to add one more desk.

NOT

You have 50 desks in your office and you need 100 more desks.

NFC and Legal Department will use the information to decide whether to concur with the sole-source add-on.





Limited Source Procurements

- Agency must submit a Justification for Other than Full and Open Competition
- Installation SHOULD BE competed among at least 3 qualified installation firms, regardless of competitive or sole-source procurement



- Preferred Method -- Compete Installation
 - Guidelines for Installation form not required
- Alternate Method -- Provide the following information:
 - Rates
 - Number of people
 - Hours billable
 - Invoices from past jobs comparable in size and scope
 - Must show any markup the dealer is adding on for services (i.e., project management fee)

GUIDELINES TO SUPPORT INSTALLATION CHARGES

The following guidelines are provided to make it easier to submit proposals to the National Furniture Center (NFC) when customers have indicated a particular manufacturer. In this instance, efforts are required to provide the below data as a minimum. Depending on the circumstances of the project, please complete either Section A, B, or C.

A. MANUFACTURER/DEALERS WITH IN-HOUSE INSTALLERS

The total number of team hours: _____
 The total number of people: _____
 Provide hourly rate: Reg. Rate _____ /hr Overtime Rate _____ /hr
 Are hourly rates Union? YES ☐ NO ☐
 If not Union, are you paying comparable local rates? YES ☐ NO ☐
 Provide data (attach sheet(s) as necessary) to support hourly rates indicated above, (i.e., invoices, similar size jobs/conditions, etc.).
 Will the location of this site have any effect on your rates? YES ☐ NO ☐ If yes, please explain.
 Are there any specific job site conditions that will affect the installation? YES ☐ NO ☐ If yes, please explain, (i.e., availability of elevator, dock size, dock availability, off loading, etc.)
 Will there be double handling or redelivery charges? YES ☐ NO ☐ If yes, please explain.

B. MANUFACTURER/DEALERS WHEN AN INDEPENDENT INSTALLER IS COMPLETING INSTALLATION

- Provide name data indicated above
- Include copy of independent installer's proposal

C. MANUFACTURER/DEALERS WHEN INSTALLATION IS BEING COMPETED AMONG THREE (3) OR MORE INDEPENDENT INSTALLERS

- Above information is not required
- Provide copies of quotes
- Manufacturer/Dealers are not required to select lowest priced proposal

Name and Title of NFC Contractor: _____ Date: _____
 Signature of NFC Contractor: _____

VERSION DATED 2/9/04





- More variety gives the customer better choices, and therefore a better solution
- A correctly filled out Best Value Determination (BVD) sheet can streamline the procurement process
- **After receipt of an accurate and complete BVD, the purchase order will be processed within 3-5 business days**



Best Value Recommendations (BVD)

Best Value Determination = Best Value Recommendation

- This is an example of the Best Value worksheet
- You can obtain the latest copy at www.gsa.gov/furniture, keyword search: “Best Value”
- Not necessary for sole source requests

GSA

National Furniture Center (NFC)
MULTIPLE AWARD SCHEDULE
BEST VALUE DETERMINATION GUIDELINES

Schedule Purchases are subject to FAR 8.001 (See following page)
FAR 8.4 requires that you make a best value determination before placing Multiple Award Schedule orders above the Micro-Purchase Threshold (MPT). Follow the guidelines below to make a best value determination.

- Orders under the MPT, currently \$2,500 - place with any schedule contractor; this form is not required.
- Orders over the MPT, but under the Maximum Order (MO) - Review GSA Advantage! or at least three price lists.
- Orders over the MO, review additional price lists/use GSA Advantage!, and seek a price reduction.

REQUISITION or MIPR NUMBER(s): _____

Review at least three sources under the Federal Supply Schedule and list the contractors' names and prices below. Submit justification if fewer than three sources were considered. You may attach the pricing or the contractors' quotes. It is important to have installation, design, and other services pricing included as separate line items in each quote. Please indicate the selected contractor by placing a check or X by the contractor's name.

Contractor	Product \$	Installation \$	Design \$	Other Service \$ (Specify)	Total \$
<input type="checkbox"/>					
<input type="checkbox"/>					

Yes No
☐ Was the requirement in excess of the Maximum Order? If yes, review additional sources/GSA Advantage! under the Federal Supply Schedule and list below (attach if desired)

Contractor	Product \$	Installation \$	Design \$	Other Service \$ (Specify)	Total \$
<input type="checkbox"/>					

Indicate the factors, other than price, considered in your best value decision:

<input type="checkbox"/> Special features	<input type="checkbox"/> Trade-in considerations
<input type="checkbox"/> Warranty considerations	<input type="checkbox"/> Warranty considerations
<input type="checkbox"/> Past performance/experience	<input type="checkbox"/> Maintenance availability
<input type="checkbox"/> Comfort/suitability of the item	<input type="checkbox"/> Delivery time
<input type="checkbox"/> Technical Qualifications	<input type="checkbox"/> Compatibility with existing furniture
<input type="checkbox"/> Probable life of the item selected compared with that of a comparable item	
<input type="checkbox"/> Environmental considerations - i.e. recycled content, naturally renewable ingredients, bio-based content, energy efficiency, etc. (See Executive Order 13101)	
<input type="checkbox"/> Other (specify): _____	

When ordering through the NFC, please include this checklist with your order. Please ensure that all information is complete. Fax orders to 703-305-6032, or call 703-305-7003 for more information. Please include all information requested below, in case additional information is required. Orders over \$100,000 require a written Acquisition Plan, which will require extra information and time for NFC to complete before order issuance.

Signature: _____ Title: _____ Date: _____

Phone: _____ Email: _____

Note: This form does not apply to services.

Best Value Determination Guidelines as of 1/23/04 Page 1 of 2





Best Value Recommendations (BVD)

Make a BVR based upon:

- Price
- Special Features
- Trade-in
- Probable Life
- Warranty
- Maintenance Availability
- Past Performance
- Environmental Factors
- Administrative Savings



Statement of Work

- Background
- Objective
- Definitions
- Scope of Work
- Data/Deliverables
- Government Furnished Property
- Evaluations/Selection Factors

Sample Statement of Work – General
GENERAL SERVICES ADMINISTRATION
Order Identification Number: _____
(Client Agency Name)
STATEMENT OF WORK (SOW)
CONNECTIONS CONTRACT
Category: _____
DATE: (dd mm yy)

1.0 General. Title of Task

1.1 Introduction. Provide a short description of the requirements without including the specific requirements.

1.2 Background. Consider the following: How the requirement evolved; relationship to other projects; why work is needed. Summarize information which is essential for understanding the work and ensure technical information is understandable to potential readers of different disciplines.

1.3 Objectives. What is the desired end result, if any (your expectations or goals of the contractor).

1.4 Scope. A brief description of: Size of the anticipated effort; summary of actions to be performed; results expected; timeframes, including specific phases of work; and special areas of interest.

1.5 Contract Type. State preference for Type of Contract.

1.6 Place of Performance/Hours of Operation. Please indicate all locations that the contractor may be asked to perform or state that it will be at the contractor's facilities. If necessary, identify the main location, and approximately how far away any secondary locations are. Also, please specify how often the contractor may have to visit these locations. Identify normal working hours and how you wish to address overtime or extra hours.

1.7 Period of Performance. Please indicate the length of this project using this example: Duration of this task is from October 1, 2003 through September 30, 2004 or from date of award for one year. This project may be incrementally funded, which may result in extensions to the end date of this project.

4/28/2003 29



Statement of Work – Evaluation Factors

Low cost, technically acceptable -- award project to vendor that meets your requirements outlined in the statement of work and is the lowest cost.

- Make clear the criteria that is important to you and the minimum acceptable – whether it is price and ...

Technical Performance, Special Features, Delivery Deadlines, Probable Life, Warranty, Administrative Savings



Procurement Requests Under \$2500



- Review GSA Sources
- Select Best Value
- Forward to NFC for purchasing



Projects Between \$2,500- \$100,000



- Prepare SOW or Requirements document
- Send to GSA for review*
- Send RFQ to minimum of 3 schedule contractors
- Make Best Value decision

***Recommended, but not required**



Projects Over \$100,000



- Prepare SOW or Requirements Document
- Send RFQ to minimum of 3 schedule contractors
- Fill out “Over \$100K” Form if funds exceed \$100,000
- Make Best Value decision
- Acquisition Plan is developed by GSA

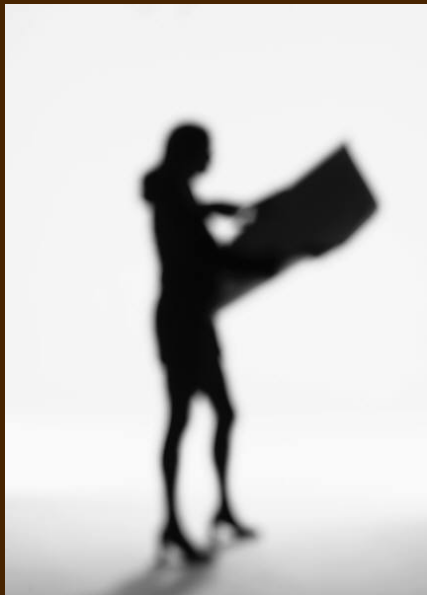




Acquisition Plan

- FAR 8.4 was amended to require acquisition plans for schedule orders
- For the NFC, that means projects over \$100K
- Extra information is required from the customer and/or vendors to complete the acquisition plans
- Signature levels and time to prepare/approve vary with the monetary value, complexity, and whether or not competed - a few days to a few weeks





- Statement of Need
- Applicable Conditions
- Anticipated Cost and Budget
- Capability or Performance
- Delivery or Performance period requirements
- Sources Considered
- Source Selection Procedures





- Product or Service Description
 - Environmental and Energy Conservation Objectives
 - Contract Administration
 - Acquisition Milestones
- Sample plan provided in package.*



Projects Require More Time If. . .

- Limited source requests
- Quotes that have not been competed appropriately among contract holders
- Did not compete all needed products or services such as design, installation, or ancillary services
- Did not include all the quotes for major projects
- Open market items included and not competed
- Lack of adequate funding





Ordering the NFC

- Simplified projects: Express Desk
 - To order, Fax: (877) 240-6453.
For more information, call (703) 605-9200
- Extensive projects
 - Contact **Juanita Blassingame** at
(703) 605-9176 or **juanita.blassingame@gsa.gov**
- Services:
 - Contact **Rose Hudgens** at **(703) 605-9300** or
rose.hudgens@gsa.gov



Building Better Customer Connections

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Customer Package

- The National Furniture Center offers the Comprehensive Furniture Management Services Schedule (CFMS)
- Services Include:
 - Project Management
 - Interior Design/ Layout
 - Reconfiguration/ Relocation Management
 - Assets Management
 - Packaged Environments
 - Assets Maintenance



Services Include:

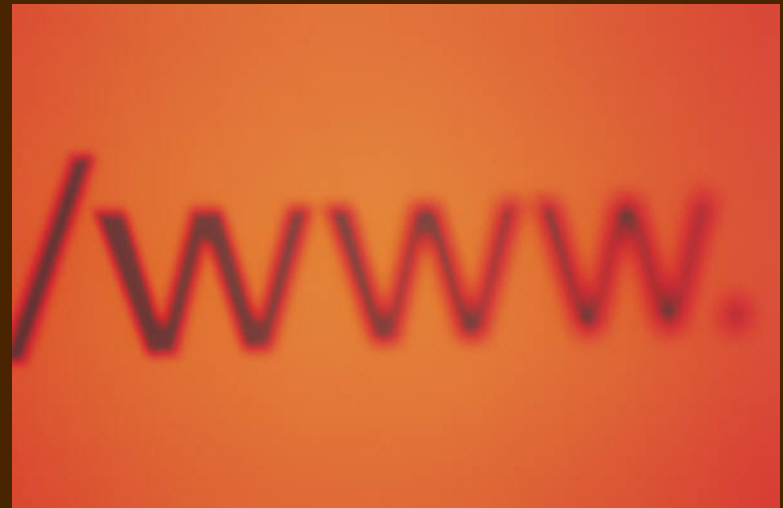
- Project Management
- Interior Design/ Layout
- Reconfiguration/ Relocation Management
- Assets Management
- Packaged Environments
- Assets Maintenance



To access these services, provide
Rose Hudgens with a Statement of Work (SOW) at
(703) 605-9300



- GSA *Advantage!*®
- GSA e-Buy
- GSA e-Library





Where You Can Find Help

- GSA's website: www.gsa.gov
- Schedules e-Library: www.gsaelibrary.gsa.gov
- FSS Center for Acquisition Excellence:
www.fsstraining.gsa.gov
- MAS Owner's Manual
- FSS Contractor's Guide
- MAS Helpdesk (800) 488-3111 or
mashelpdesk@gsa.gov



NFC Schedules – Points of Contact

Marcelles Barr	(703) 605-9173
Juanita Blassingame	(703) 605-9176
James Concannon	(215) 446-5020
Rose Hudgens	(703) 605-9300
Helen Zivkovic	(703) 605-9293
Mark Dunkum	(703) 605-9205
Doris Marsh	(703) 605-1812



Questions



Building Better Customer Connections

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Case Study #1



Case Study #1 Solutions

- **This is a Limited Source Procurement**
- **Fill out a J&A form**





Case Study #1 - Solutions

Steps:

- Obtain full requirements
- Requirements document / Scope of work
- Contact dealer and get price quote, SOW, and competitive installation price
- Submit Funding to NFC
- J&A form
- IRS welcome letter and project specialist notification
- Approval from legal department
- NFC processes order

(# 1, 4, 5, 2, 8, 3, 7, 6)



Case Study #1 - Solutions

90 days is usually not enough time to make this purchase

- Inform territory manager
- Possible solutions can include
 - 1) Rental furniture
 - 2) Quick Ship Program
 - 3) Requesting vendor to expedite shipment
 - 4) Quicker installation time by providing more workers and two shifts.

**** All of the solutions include a significant increase in cost for the customer.**



Case Study #1 - Solutions

- Manufacturing: approx. 90 days
- Installation: 1 week for 50-75 workstations
- Legal: approx. 3 weeks
- After approved: 3-5 days to process order
- Realistic time frame: five months or 160 days
- **GSA eBuy is not advantageous** to the customer because the customer is not trying to maximize competition. He/She is only getting a price quote from one source.



Building Better Customer Connections

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Case Study #2



Case Study #2 - Solutions

- Competitive Procurement
- Best Value Form



Steps

- 1 Obtain full requirements
- 2 Competed or sole sourced
- 3 Write a requirements document
- 4 Conduct market research
- 5 Obtain at least 3 Vendor Quotes
- 6 Submit funding to National Furniture Center
- 7 Make a Best Value Recommendation
- 8 NFC sends welcome letter
- 9 GSA concurs with Best Value Recommendations
- 10 GSA issues purchase order

(# 1,8,10, 5, 6,3,9,4,7,2)



Case Study #2 - Solutions

- Reasonable timeframe
- Manufacturing: 90 days and
- Install: 1-2 weeks
- Legal: Does not need to review this procurement
- Purchase Order: Issued within 3 to 10 days
- e-Buy: Should be considered to maximize competition



Thank You

